



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427



J. TYLER McCAULEY
AUDITOR-CONTROLLER

October 30, 2000

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: J. Tyler McCauley
Auditor-Controller

Subject: **Career Planning Center – Follow-Up Review**

On August 29, 2000, we issued a report to your Board regarding allegations of fraudulent activity at the Antelope Valley Career Planning Center (AVCPC). Based on our recommendations and the nature of the findings at the AVCPC, your Board requested we review other Career Planning Center (CPC) associated agencies to ensure they do not have similar problems.

As part of our review, we interviewed CPC staff and examined pertinent records such as CPC's participant status reports and client files. We also contacted and interviewed some of the Agency's former clients and client employers to determine whether CPC provided services as claimed in their records.

Background

The Career Planning Center (CPC) operates, or assists in the operation of, three job placement agencies. One agency, AVCPC, is currently not receiving any County funding pending the outcome of their corrective action plan and this review. The other two agencies, East Los Angeles One-Stop and the West Los Angeles One-Stop (One-Stops), are located in the First and Second Supervisorial Districts and currently have direct contracts with the County.

The CPC provides job placement services to qualifying unemployed and low-income individuals. Services include job placement workshops, job search, vocational training and career counseling.

Under their FY 1999-00 contract with the County's Department of Community and Senior Services (DCSS), CPC's One-Stops provided services for six federal and State programs: Title III – Dislocated Worker, Title IIA – Adult Services, Title IIA 5% - Older Worker, Title IIC -Youth Services, General Relief Opportunities for Work (GROW) and Welfare to Work (WTW). The 1999-00 budget for the two One-Stops' County-funded programs was approximately \$2.8 million.

Summary of Findings

Based on our review, it does not appear that the two CPC associated agencies we audited have problems similar to those we found at the Antelope Valley CPC.

We did note some internal control weaknesses during our review with regard to client file maintenance. We found that CPC's Welfare to Work client files were not always updated timely. For example, counseling notes in some files were not current and other files did not contain complete eligibility documentation at the time of our review. CPC management needs to ensure all client files are complete and updated timely.

Review of Report

We discussed our findings with CPC management on October 23, 2000. We would like to thank CPC staff and management for their cooperation during our review.

If you have any questions, please call me or Pat McMahon at (213) 974-0301.

JTM:PTM:MR:RD

c: David E. Janssen, Chief Administrative Officer
Public Information Office
Audit Committee Members
Stephanie Klopfleisch, Director, Department of Community and Senior Services
Eleanor Hoskins, Chief Executive Officer, Career Planning Center, Inc.